

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1520.24A
OP-15
20 April 1990

OPNAV INSTRUCTION 1520.24A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: SCHOLARSHIP PROGRAM

Ref: (a) DOD Directive 1322.6 of 4 Aug 81 (NOTAL)
(b) 10 USC 2603
(c) OPNAVINST 1780.2

Encl: (1) Application Procedures
(2) Sample Application Letter
(3) Sample Request to Accept Scholarship Letter

1. Purpose. To issue the policy and procedural guidance governing the Navy's Scholarship Program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1520.24.

3. Background. Selected officers are authorized, by references (a) and (b), to accept scholarships, fellowships and grants (referred to in this instruction as "scholarships") from eligible donors. Program participation is limited to officers, in support of the subspecialty program. However, all eligible Navy personnel are encouraged to pursue educational development through one of the education benefits programs outlined in reference (c).

a. Eligible donors include tax-exempt corporations, foundations, funds or educational institutions organized primarily for scientific, literary or educational purposes; similar organizations which would qualify as tax-exempt were they not foreign; and other organizations approved by the Assistant Secretary of Defense (Force Management and Personnel). Business groups operating for profit, foreign governments, and political organizations are not eligible donors.

b. A scholarship may be accepted by an individual in recognition of outstanding performance in a particular field to undertake a project that may be of value to the United States or for development of recognized potential for future career service.

c. Participation in the program will normally be at an institution within the United States and accredited by a regional accrediting association. Exception is made for Rhodes, Olmsted, and similar scholarships which require study at foreign educational institutions.

d. Fields of study undertaken under the program will normally lead to qualification in a subspecialty.

4. Policy

a. Personnel may not attend law school under the program.

b. The officer will carry a full academic load, including summer sessions as defined by the institution and will complete degree requirements in the shortest possible time. Participation in the program will not exceed 24 months. Acceptance of assistantships or similar arrangements which preclude carrying a full academic load is not permitted.

c. The officer will receive regular pay and allowances and will be entitled to permanent change of station (PCS) reimbursement. Tuition and all other program expenses will be paid by the scholarship donor or the individual. Scholarship funds may be used for tuition, textbooks, and fees listed in the institution's catalog. The officer is not authorized to accept scholarship funds for purposes which would be provided by their regular pay and allowances (e.g. room and board). Any scholarship benefits received in excess of tuition, textbooks and fees will be deducted from regular Navy allowances.

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d. Service Obligation. Officers who participate in the program may not resign from the service while in the program. They are required to serve on active duty following graduation for a period three times the length of the period in the program to be served concurrently with any other service obligation. Duty under instruction orders will contain a contingent paragraph binding the member to this service requirement upon execution of the orders. No obligated service is incurred under the following conditions:

(1) If the scholarship award is made in recognition of outstanding performance and if its acceptance does not require relief from regular military duty for more than 26 weeks.

(2) If the purpose of the scholarship is to permit the member to work on a project of value to the United States rather than fulfill the requirements of an academic degree.

e. Olmsted scholars will be afforded an opportunity to complete a U.S. recognized Master's degree either immediately following completion of Olmsted studies or after a subsequent operational tour. Olmsted Scholars have up to one year to complete their Master's degree at Naval Postgraduate School or through attendance at a civilian university. Officers electing to complete their Master's degree at a civilian university will bear the educational costs. The Olmsted Foundation does provide a grant to assist officers attending civilian universities.

5. **Selection Procedures.** Procedures and applications to compete for, accept or extend scholarships will be submitted in accordance with enclosures (1) through (3). Selection will be based on career record, promotion potential, scholastic qualifications, needs of the service for the requested field of study, eligibility of the donors, availability of the applicants at the time of next assignment and availability of student billets. Selection will be made as follows:

a. Olmsted Foundation Scholarship nominees, whose names are to be submitted to the Olmsted Foundation, will be selected by a

selection board convened annually by Commander, Naval Military Personnel Command (COMNAVMILPERSCOM).

b. The Superintendent, United States Naval Academy, will select members of the Naval Academy graduating class for participation in scholarship programs.

c. Remaining quotas will be filled from individual applications.

6. **Assignment.** Once selected, an officer's assignment to a school will be predicated on continued outstanding performance and availability for such assignment, as determined by COMNAVMILPERSCOM, acting for the Chief of Naval Personnel. Selectees are responsible for gaining admission to the college for which selected and notifying COMNAVMILPERSCOM so that orders may be issued.

7. **Action**

a. Deputy Chief of Naval Operations (Manpower, Personnel and Training) (OP-01).

(1) Provide policy guidance for this program as a part of the overall graduate education program.

(2) Based on Congressional guidance, establish annual input quotas for the Scholarship Program.

(3) Serve as resource sponsor for the program in conjunction with other Professional Development Education Programs.

b. Commander, Naval Military Personnel Command (acting for the Chief of Naval Personnel). Under the guidance provided by OP-01, approve precepts, convene selection boards and make final approval of board actions; administratively support selection boards for the Scholarship Program; assign appropriate subspecialty codes and detail graduates to ensure utilization of education.

c. Chief of Naval Operations (OP-1594).
Implement the Scholarship Program under
current policy, including:

(1) Receive applications, conduct initial
screening of applicants to ensure basic criteria
are met.

(2) Conduct detailed preparation for
selection boards, as well as follow-on boards
when required (e.g., Olmsted Foundation).

(3) Following selection, make adminis-
trative notification to individuals of their status.

(4) Act as selection board sponsor,
provide selection board advisor, and maintain
records of selection board actions.

(5) Monitor students at civilian
universities (e.g., grades, financial reports).

J. M. BOORDA
Deputy Chief of Naval Operations
(Manpower, Personnel and Training)

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APPLICATION PROCEDURES

20 APR 1990

1. Prospective recipients of educational scholarships must first be authorized to compete for such scholarships. Application for permission to compete for a scholarship will be by letter, (see enclosure (2)), via the applicant's commanding officer to the Chief of Naval Operations (CNO) (OP-1594) with a copy to applicant's assignment officer. The application will state the desired enrollment and graduation dates, name of college/university, and degree objective (major field of study including course curriculum, class titles and assigned credit hours). The desired enrollment date will be consistent with the applicant's projected rotation date (PRD). Applications to compete for scholarships should reach CNO not later than 9 months before requested enrollment dates. Approved requests to compete for scholarships remain in effect for two years. The Superintendent of the United States Naval Academy and the commanding officers of NROTC units may authorize midshipmen first class to compete for scholarships; these authorizations will be by letter, copy to the Office of CNO (OP-1594).

2. An officer granted permission to compete for and awarded a scholarship meeting the conditions specified herein must submit a request for permission to accept the scholarship (see enclosure (3)) and to be assigned to duty under instruction. The application will be addressed via the applicant's commanding officer to the Office of CNO (OP-1594) no later than 6 months prior to the requested enrollment date, consistent with the applicant's PRD, to permit advance slating by the Commander, Naval Military Personnel Command (COMNAVMILPERSCOM). Applications from midshipmen will reach the Office of CNO in time to permit action prior to preparation of orders for the graduating class.

3. Should a scholarship program student require and be offered a renewal for an additional period of time, the officer will submit a letter request for extension of tenure via his/her reporting senior to the Office of CNO (OP-1594) enclosing a copy of the letter of renewal. Requests for extension must reach the Office of CNO at least 6 months before expiration of the current scholarship award. Approval will depend upon the needs of the service, the individual's career pattern and quota limitations.

Enclosure (1)

20 APR 1990

SAMPLE APPLICATION LETTER

From: (Rank, Name, SSN, Designator)
To: Chief of Naval Operations (OP-1594)
Via: Commanding Officer, _____

Subj: APPLICATION FOR FY-__ SCHOLARSHIP PROGRAM

Ref: (a) OPNAVINST 1520.24A

Encl: (1) Proposed curriculum
(2) Transcripts of college level courses completed

1. Per reference (a), enclosures (1) and (2) are submitted. I have contacted my assignment officer to ensure assignment to this program will meet my career needs and fleet shore requirements.

a. Projected Rotation Date.

b. Present expiration date of active service obligation based on prior agreements; education and training; names and dates of completion of other full-time service education programs.

c. College or university desired, or institution if the scholarship is not for traditional academic study.

d. Degree objective (field of study, class titles and assigned credit hours) and subspecialty code objective.

e. Date applicant desires to commence and complete study under the program.

f. A statement indicating transcripts of all college work completed are filed in the officer's record at COMNAVMILPERSCOM (or attached to the application).

g. Name of the scholarship and donor; type and degree of competition for the scholarship and reason it was offered; dates of the current scholarship award; extension of dates that may be authorized by the donor at a future date; citation of letter (which must be enclosed) from the scholarship donor certifying the facts.

h. Estimated total educational costs of program, including tuition, textbooks and fees; total monetary value of the scholarship award in cash or in kind, showing degree to which the award will offset total educational costs.

Enclosure (2)

20 APR 1990

i. Statements are as follows:

(1) "I understand that the benefits I receive under this scholarship cannot exceed tuition, books and fees listed in the catalog plus the basic pay and allowance to which I am entitled".

(2) "Any amount I receive in excess of the amount described above may be deducted from my allowances".

j. I agree not to resign or request discharge from the service during the period of the scholarship, and I will serve on active duty after completion of such study for a period three times the length of the period in the program to be served concurrently with any other service obligation.

k. Remarks as desired.

20 APR 1990

SAMPLE REQUEST TO ACCEPT SCHOLARSHIP

From: (Rank, Name, SSN and designator)
To: Chief of Naval Operations (OP-1594)
Via: Commanding Officer

Subj: REQUEST FOR PERMISSION TO ACCEPT SCHOLARSHIP

Ref: (a) OPNAVINST 1520.24A

Encl: (1) Confirmation of Scholarship

1. Per reference (a), I request permission to accept the scholarship identified in enclosure (1).

- a. Scholarship.
- b. Name and address of university.
- c. State degree objective and subspecialty code desired.
- d. Amount of scholarship.
- e. Dates of attendance.

Enclosure (3)